

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 13	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 15-Dec-2015		4. REQUISITION/PURCHASE REQ. NO. 1300537158		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: W. POWELL 1968 GILBERT ST, SUITE 600 NORFOLK VA 23511-3392		CODE N00189		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. N00189-16-T-0005	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) 23-Nov-2015	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to add Federal Acquisition Regulation (FAR) Clause 52.222-17 NONDISPLACEMENT OF QUALIFIED WORKERS (MAY 2014), and update the Performance Work Statement (PWS) sections 4.2.1.1 and 4.5.3.1.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 15-Dec-2015	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by reference:

52.222-17 Nondisplacement of Qualified Workers MAY 2014

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

PERFORMANCE WORK STATEMENT

**BASE OPERATIONS SUPPORT (BOS) GENERAL SUPPORT SERVICES FOR NAVAL SUPPORT
ACTIVITY MECHANICSBURG OPERATING SITES IN PHILADELPHIA AND MECHANICSBURG
PERFORMANCE WORK STATEMENT**

1. GENERAL INFORMATION**1.1 Purpose**

The purpose of this Performance Work Statement (PWS) is to describe the performance requirements for general support services for but not limited to the NAVSUP Weapon Systems Support (NAVSUP WSS) and other authorized Naval Tenant commands/activities on the Naval Support Activity (NAVSUPACT) compounds located at Mechanicsburg and Philadelphia. General support encompasses the following functions: receiving/local delivery, postal/ mail room operations and plant property accounting.

1.2 Scope of Work

The Naval Support Activity Mechanicsburg is the host command that provides landlord, base operation support services to various DOD tenant activities at two shore installations in Pennsylvania. The NAVSUPACT is located at two geographically separated sites: 5450 Carlisle Pike, Mechanicsburg, PA and 700 Robbins Avenue, Philadelphia, PA, NAVSUP Fleet Logistics Center Norfolk (NAVSUP FLC) Norfolk which is assigned as the Contracting Officer's Representative (COR) for the work, performed under this PWS and is also the funding sponsor.

1.3 Performance Requirements

The service provider shall support the NAVSUP Fleet Logistics Center (NAVSUP FLCN) in the accomplishment of its mission by performing the following functions described in the PWS: base and supply receiving, postal and mail room operations and property accounting. Each of these functions are further defined in the sub-functions, tasks and performance standards. In addition, site specific requirements are noted.

Although it is not the host command, NAVSUP FLC Norfolk does provide general support services not only for itself, but also to all authorized navy tenant activities at both Mechanicsburg and Philadelphia sites in a limited

capacity. Technical Exhibit 4 identifies the NAVSUPPACT tenant activities and the general support services which those customers receive.

1.4 Quality Control

The service provider is the owner of the quality control process and shall institute procedures that if followed, shall produce the desired outcomes. The service provider is responsible for developing, implementing, and modifying the quality control process to ensure that performance standards are met. The Government quality assurance evaluator (QAE) shall conduct an initial review of the service provider's quality control process to ensure its adequacy. Subsequent review of the quality control process shall occur if the service provider does not meet the performance standards.

The service provider shall manage the total work effort associated with providing the general support services based on the performance standards specified.

Services and scheduling for services provided shall be available on a first-come, first-serve basis. The service provider shall develop and maintain an efficient and effective workload management system, which has the capability of prioritizing all work requests as specified by the NAVSUP FLCN COR.

1.5 Security Requirements

Some members of the service provider's staff shall require security clearances up to and including Secret security clearances in order to perform certain performance work statement requirements. These requirements are discussed in the applicable sub function descriptions.

2. Government Furnished Equipment, Facilities, Property and Services

Technical Exhibits 1 and 2 identify Government-furnished equipment and Government furnished facilities, respectively. The Government shall repair and/or replace government furnished property, which is broken or no longer serviceable due to normal usage. NFLC (Government) shall provide funding for standard telephone services used by the service provider to conduct official Government business. The service provider shall not allow any personal call or internal company business calls to be charged against Government provided telephone service. Telephone bill invoices for service provider-authorized telephone services shall be audited by the COR for compliance with this policy. The service provider is required to reimburse Government for all unauthorized use of Government telephone services made by the service provider. The Government shall provide voice mail services for key contractor personnel designated by the service provider with approval of the COR.

In addition, the Government shall also provide janitorial and general maintenance, repair services to the service provider's Government-Furnished Facilities to the same extent it is provided for comparable Government spaces. The Government shall provide existing general office furniture, tables and filing/storage cabinets required to perform the function.

3. Service Provider Furnished Items and Services

The service provider shall provide all equipment, minor repair parts, materials, supplies, tools, data, labor and other associated support needed, except those specified as Government furnished, to perform the full scope of the general support services function. In addition, the service provider, as a minimum, shall control, protect, preserve, and maintain Government property subject to Government regulations regarding inventory damage, fraud, waste, and abuse, missing, lost, and stolen items and the survey of Government furnished property. Furthermore, the service provider shall only use Government furnished property in the performance of the PWS requirements.

The service provider will be responsible for cleanliness of the operating spaces including warehouse and supporting ramps, steps and loading docks. Spaces will be free of debris, trash, broken pallets, boxes, shipping containers, etc. Exterior ramps, loading docks, stairs will be kept free of snow and ice.

Lastly, the service provider shall repair and/or replace any Government furnished property damaged or lost through neglect or accident.

3.1 Hours of Operation

The service provider shall perform the functions of the PWS during the hours of 0730 to 1600.

4. Specific Tasks

The individual sub functions that comprise the general support services requirements of NAVSUP FLCN and the other command-authorized customers are described below. Technical Exhibit 3 provides historical workload data for each sub function. Additional directives and other reference materials, which further define or constrain the execution of the NAVSUP FLCN General Support services will be provided.

4.1 Receiving and Delivery

4.1.1 Receiving

a. The service provider shall off-load and receive incoming shipments from all commercial carriers, directed delivery, expedited delivery and overnight, among others, United Parcel Service (UPS); Federal Express and other express delivery carriers; local vendors; United States Postal Service (USPS); and common carriers. The service provider shall note overages, shortages, damages, and other discrepancies on the shipping documentation. Discrepant material shall be held pending investigation and the receipt of disposition instructions. The service provider is responsible for the payment of demurrage charges incurred due to a delay by the service provider in off-loading the carrier's equipment. The service provider is responsible for offload of all material from carrier vehicles at the dock both palletized and loose material

b. Upon completion of the delivery by a commercial carrier or privately owned truck, the service provider shall affix security seals and complete the carrier's Movement Control Document. (Mechanicsburg site only)

c. For the WSS Weapons Support Systems customer only, the service provider shall prepare Reports of Discrepancy (ROD's) as required for erroneous or damaged receipts, forward a copy to the NAVSUP WSS Business Office for resolution; also provide the COR/ACOR with a copy of the ROD. If the ROD results in credit being given, the service provider shall forward a copy of the credit notification to the COR/ACOR and the NAVSUP WSS Business Office.

d. The service provider shall determine the proper recipient for frustrated material. If the frustrated material must be shipped off the NSA compound:

- For Mechanicsburg site, prepare the Military Shipment Label (DD Form 1387) and the DOD Single Line Item Release/Receipt Document (DD Form 1348-1), and forward the material to the Defense Distribution Depot, Susquehanna (DDSP) for packing and shipping.
- In Philadelphia, prepare the Shipment of Material Request (NAVICP Form 4610/7) and Shipping Requisition DD-1149 and forward to the NFLC Transportation Officer.
- DD-1149 must be completed with accurate information including the appropriate Transportation Account Code (TAC) additionally the dimensional information such as accurate weight and cube must be given for pieces being shipped. The service provider is responsible for the proper packing for each shipment.

e. All hazardous material as listed in DODINST 6050.5 must have a Material Safety Data Sheet (MSDS). If there is no MSDS, the service provider shall contact the NSA Safety Office and hold the material pending disposition instructions.

f. The service provider shall keep proof of delivery for the current fiscal year and the three preceding fiscal years.

4.1.1.1 Receiving Performance Standards

- Priority (next day air, 2-day air, and equivalent) incoming items delivered to the customer destination on the business day received or on following delivery day at the NAVSUP WSS and all other receipts delivered no later than two business days after receipt. (This performance standard encompasses tasks performed in both the Receiving and the Delivery sub functions.)
- Frustrated material shipped to proper recipient with ten (10) business days.
- Reports of Discrepancy accurately prepared within ten (10) business days of receipt of wrong/damaged supply system items at the NAVSUP FLCN .
- Work areas kept neat and clean, and clear of all trash and debris.
- Proof of delivery receipts show signature of requester or recipient's representative. (This performance standard encompasses tasks performed in both the Receiving and the Delivery sub functions.)
- Seals properly affixed to common carrier and personally owned delivery trucks upon departure from the base supply and receiving area. (Mechanicsburg site only)
- Valid, factual written complaints as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed ten (10) in any ninety-day period.

4.1.2 Delivery

a. The service provider shall deliver materials, supplies and equipment items received requiring movement within the base, and items being returned to Receiving for temporary storage, or other reasons.

b. The service provider shall retain proof of delivery receipts for the current fiscal year and the three (3) preceding fiscal years.

4.1.2.1 Delivery Performance Standards

- Priority (next day air, 2-day air, and equivalent) incoming items delivered to the customer destination on the business day received, or on one of the dissented delivery days at the service provider locations at the NSA Philadelphia and Mechanicsburg sites, and all other receipts delivered no later than one (2) business day after receipt. (This performance standard encompasses tasks performed in both the Receiving and the Delivery sub functions.)
- Proof of delivery receipts show signature of requester or recipient's representative. (This performance standard encompasses tasks performed in both the Receiving and the Delivery sub functions.)
- Validate factual written complaints as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed ten (10) in any ninety-day period.
- On non delivery days the service provider will notify customers of receipt of any accountable packages (i.e. USPS Express Mail, FedEx, UPS), notification will be done by telephone and email utilizing the NMCI Global Address List (GAL) advising the customer they have the option to pick up the package or wait for it to be delivered on the next scheduled delivery day.

4.1.3 Toner Cartridge Recycling

a. The service provider is responsible for the collection of minimal amounts of recyclable toner cartridges from authorized Commands/Tenants at the NSA compound to be disposed of in accordance with NSA's recyclable toner cartridge program.

Recycled cartridges will be picked up during the regularly scheduled USPS mail delivery (3 times weekly). For large volumes of cartridges, customers must deliver to the supporting FLCN postal facility at the sights supported.

4.2 Postal and Mail Room Operations

Mail for the purposes of this performance work statement consists of the following:

The following items shall be delivered through the United States Postal Service (USPS):

- Intra-compound mail
- Mass Distributions
- Items delivered by non-USPS express carriers

- At the Mechanicsburg site, mailroom operations include the pick-up and delivery of mail at Mechanicsburg USPS Post Office, as well as pick-up by the Harrisburg USPS.

- At the Philadelphia site, the USPS delivers mail to Building 27D which is designated as a consolidated mail facility at the compound.

- In the instance of threat of national security the COR/ACOR or Contracting Officer shall advise the service provider that all incoming mail and correspondence must be opened in accordance with established procedures until further notice from the COR/ACOR or Contracting Officer.

4.2.1 Processing & Delivery of Incoming Mail

a. The service provider shall receive mail from the United States Postal service (USPS as follows:

All incoming USPS mail will be delivered by the supporting NFLC Norfolk contractor three times weekly. USPS mail received on non-delivery days will be collected and delivered to the customers on the next scheduled delivery day.

- At the Mechanicsburg site, pick up mail from the Mechanicsburg USPS three (3) times per week, this will occur @ 1030. At approximately 1400, the Mechanicsburg Post Office delivers USPS Express Mail on Monday - Friday. (Note: The service provider should have a truck large enough to handle USPS APC's).
- At the Philadelphia site, the USPS delivers mail to Building 27, USPS separates mail by activity but not all the time, the service provider must further sort the mail by code prior to delivery.

b. Organizational realignments and personnel transfers often result in wrong addresses on incoming mail. The service provider shall screen incoming mail to ensure it is being delivered to the proper place. Mail may be opened and correspondence reviewed to determine the proper recipient(s). Mail addressed to "Commander" without any further organizational identification must be opened to determine the proper recipient. If an organizational unit has relocated from the NSA compound(s), the service provider shall forward mail to the new address. Some Naval Supply Systems Command Headquarters (NAVSUP) offices are not located in Mechanicsburg. If mail for these offices is received in the mailroom, it shall be forwarded to the correct address. Return mail to the sender or USPS when an appropriate office of primary responsibility cannot be determined.

c. For all mail to be delivered to NSA Mechanicsburg and Philadelphia compound(s), the service provider shall perform as follows:

In the event of national security the COR/ACOR or Contracting Officer shall advise the service provider that all incoming mail and correspondence must be opened in accordance with established procedures until further notice from the COR/ACOR or Contracting Officer. Each piece of USPS letter mail only shall be opened by hand and visually inspected (without removing the letter's contents) for the existence of suspicious substances. Should a suspicious substance appear to be present, the service provider shall follow the local standard operating procedure for suspicious packages and mail as well as notify the COR immediately.

d. Deliver incoming mail to all authorized Command/Tenant activities. Tenant activity mail is delivered to a specified drop-site unless otherwise noted.

- At the Mechanicsburg site, mail delivery shall occur once a day, three days a week. The delivery shall be completed prior to 12:00.
 - In five of the NAVSUP WSS buildings, mail is delivered to individual offices and not to a single drop-site. There is currently 1 office in Building 112, 2 offices in Building 310, 13 offices in Building 311, 3 offices in Building 312, 7 offices in Building 410, 4 offices in Building 214 that require office delivery.
 - Mail for Naval Supply Systems Command (NAVSUP) at Building 309 is delivered to NAVSUP offices and not to a single drop-site. There are currently 8 NAVSUP offices that receive mail. 2 offices in Building 214.
 - Mail for building 305 has 2 drops; Naval Facilities Engineering Command Contracts (NAVFAC MIDLANT) and Naval Public Work Center Detachment (PWCD).
 - Mail for building 23A has 2 drops; Naval Branch Clinic (NBC) and NSA Safety.
 - Mail for building 407 has 4 drops in NAVSUP FLCN code 200, NAVSUP Human Resources Office (HRO), NAVSUP Global Logistics Support (NAVSUP (GLS) and NAVSUP ERP.
 - Mail for other Buildings – Bldg 7 Code 009, Bldg 9 DAPS HQ, Bldg 14 Learning Center, Bldg 107 DSADC, Bldg 206 DLA DSS, Bldg 303 NAVSUP WSS Code OSM, Bldg 306A Fire House, Bldg 306C NSA, Bldg 307NAVSEA LOGCEN (NSLC) and Bldg 900 NSA Housing Center,
 - In Philadelphia, mail delivery shall occur as follows:
 - Offices in Building 1 shall receive mail once a day, 3 times a week, prior to 09:00.
 - NAVICP offices and Foreign Liaison Offices (FLOs) in Building 4 shall receive mail once a day, 3 times a week, prior to 12:00.
 - Other authorized Command/Tenant activities shall receive mail once a day, 3 times a week, prior to 09:00.
- e. The service provider shall process incoming registered, certified, and insured mail in accordance with USPS Regulations, DoD 4525.8-M and OPNAVINST 5218.7B.
- f. The service provider shall control classified/Not Releasable To Foreign Nationals (NOFORN) mail in accordance with SECNAVINST 5510.36A.
- At the Mechanicsburg site, the organization's designee authorized to pick up classified/NOFORN is notified of receipt of classified/NOFORN and the requirement to pick it up in Building 112.
 - At the Philadelphia site, classified/NOFORN mail is delivered to the addressee.
- g. The service provider shall handle and process contract bids and proposals in accordance with Federal Acquisition Regulations (FAR). If a bid or proposal is received on the date of bid/proposal opening but after the scheduled delivery run, deliver it immediately to the bid room.
- h. If an envelope is opened in the mailroom and it contains a check, the service provider shall log its receipt and obtain a signature for it when delivered. This applies to checks made out to individuals as well as those made out to Government organizations. If the proper recipient of a check made out to the Government cannot be ascertained, the check shall be delivered to COR/ACOR.

i. If incoming correspondence requires routing to multiple recipients, the service provider shall make the appropriate number of copies and route to all recipients simultaneously.

j. Deleted in its entirety.

k. All mail room service provider personnel shall complete and return to the Contracting Officer a copy of the attached Nondisclosure Statement.

4.2.1.1 Mailroom Operations Performance Standards

All mail shall be delivered during the regular delivery schedule **(Tuesday's, Wednesday's and Friday's):**

- Mass distribution shall be delivered within three (3) business days after receipt, except for telephone books.
- Incoming first class mail shall be delivered to the proper code and individuals.
- Mail delivery runs shall be completed by specified "no later than" times.
- Signature control shall be maintained for incoming registered and certified mail and checks.
- Valid, factual written complaints as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed ten (10) in any ninety-day (90) period.
- On non delivery days the service provider will notify customers of receipt of any accountable mail (i.e. USPS Express Mail), notification will be done by telephone and email utilizing the NMCI Global Address List (GAL) advising the customer they have the option to pick up the mail or wait for it to be delivered on the next scheduled delivery day.

4.2.2 Processing Outgoing Mail

a. The service provider shall pick up outgoing mail (USPS and Intra-compound mail) from tenant activities serviced as described below:

- At the Mechanicsburg site, pick-ups of regular USPS and Intra-compound mail shall occur once a day, 3 times a week.
- At the Philadelphia site,
 - Intra-compound mail shall be picked up from all tenant activities once (1) times per day 3 times a week.
 - USPS mail shall be picked up from all authorized tenant activities once (1) times per day 3 times a week.
 - Intra-compound and USPS mail shall be picked up from NAVSUP WSS and FLOs in Building 1 times per day, 3 days a week.
 - Intra-compound and USPS mail shall be picked up from NAVSUP WSS and FLOs in all other buildings once a day, 3 times a week.

b. The service provider shall stamp outgoing USPS mail using a postage meter in accordance with DoD 4525.8-M, and keep records of postage charged to each activity's mail account. The Government shall provide postage meters and stamps to the service provider. The service provider shall notify the COR/ACOR when postage meter funding falls below two (2) month's average usage.

c. Provide outgoing USPS mail to the USPS:

- At the Mechanicsburg site, registered, certified and permit mail shall be delivered to the Mechanicsburg Post Office once a day, 3 times a week prior to 1030 for Code 009 bldg 06. Outgoing Permit Mail # 173 prepared with paper work for the USPS, must be pre-sorted by zip codes. All other mail excluding

registered, certified and permit mail shall be picked up by the Harrisburg Post Office at 14:30 in the mailroom at Building 112.

- In Philadelphia, all USPS mail shall be picked up by the USPS at the Building 27D mailroom once a day, 3 times a week, at approximately 15:00.

d. The service provider shall process registered, certified and insured mail in accordance with USPS Regulations, DoD 4525.8-M, and OPNAVINST 5218.7B, and classified mail in accordance with SECNAVINST 5510.36A.

e. The service provider shall accept items to be sent via express mail carriers, verify the accuracy and/or assist in the preparation of the shipping documentation, and maintain a record of outgoing shipments. For USPS express mail, the service provider shall affix the correct postage. The service provider shall also follow-up on the status of outgoing shipments when requested.

- At the Mechanicsburg site, the service provider shall hold items for pick-up by the express mail carrier. (FED-X, UPS, etc.)
- At the Philadelphia site, the documentation for non-USPS express mail shall be the Shipment of Material Request (NAVICP Form 4610/7).

f. Consolidated mailing shall be made to the different Naval Consolidated Mail Facilities (CMF) for cost-effeteness. The service provider should consolidate all mail with 4 or more pieces going to the same place. Consolidated mailings are a reliable way to ship administrative and operational communications and logistical items between Headquarters, Depots, Contractors, installations and operational units. They remain intact while in transit and reduce the number of times the content is sorted. Most importantly, they reduce costs because postage is paid on the total weight of the single consolidated container and its contents, rather than separately on each piece within the container, activities shall be designated by the COR. When requested, the service provider shall collect data on the number of pieces of mail "batched" by activity over a specified period of time for the Mechanicsburg site only.

g. The service provider shall maintain and update a series of standard distribution lists that are used to prepare address labels for outgoing distributions and to determine the number of copies of an outgoing distribution to be sent to each NAVSUP WSS Office, FLO and tenant activity. The COR shall advise the service provider when new standard distribution lists are required, or when old ones may be deleted.

h. As changes occur in the Standard Navy Distribution List (SNDL), the service provider shall update NAVSUP WSS databases and standard distribution lists to ensure the NAVSUP WSS is using the correct addresses.

i. The service provider shall pick up "print and mail" distribution from the Defense Automated Printing Service Detachment (DAPS), consolidate, apply appropriate postage, confer to the USPS, and provide DAPS with the mailing cost of the distribution for DAPS billing purposes for the Mechanicsburg site only.

j. The service provider shall prepare to mailing computer-generated hard copy reports produced by DAPS. For internal NAVSUP WSS reports, intended recipients shall be identified by the local identification code or "ZAP" number provided on the report. For external reports, the recipient can be identified by the coding provided by NAVICP Code 042.

4.2.2.1 Process Outgoing Mail Performance Standards

- Outgoing USPS mail shall be given to USPS by the final USPS mail pick up on the next business day
- Outgoing mail shall have proper postage (i.e., not rejected for insufficient postage)
- ☐ Outgoing metered postage shall be assigned to proper account.
- Mail pick up runs shall be completed by specified "no later than" time.
- Signature control shall be maintained for outgoing registered and certified mail.
- Documentation properly shall be completed.
- Express mail shall not be rejected due to inadequate document preparation.
- DAPS hard copy reports shall be sent to the proper recipient based on "ZAP" numbers and NAVSUP WSS Code 042 coding.

- Valid, factual written complaints as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed ten (10) in any ninety-day (90) period.

4.3 Classified Material Control (Mechanicsburg Site Only)

a. The service provider shall process and control all incoming and outgoing classified mail in accordance with the requirements of SECNAVINST 5510.36A for classified mail. In Mechanicsburg NAVSUP WSS Code 009 and Code OSM are not controlled or processed by the Service Provider, but are forwarded directly to both Codes.

b. Upon discovery of compromised classified material the service provider shall notify the required agencies in accordance with the requirements of SECNAVINST 5510.36A. Additionally in Mechanicsburg within fifteen (15) minutes of discovery if any comprised classified material the service provider shall notify the NAVSUP WSS security office.

c. The service provider shall destroy Secret material, when no longer required and prepare destruction reports.

d. Service provider personnel performing classified material control tasks must have a secret clearance.

4.3.1 Classified Material Control Performance Standards

- No classified material shall be lost or compromised. However, if compromises do occur or if classified material is lost, the service provider shall notify the required agencies in accordance with the requirements of SECNAVINST 5510.36A in Mechanicsburg the service provider will also notify NAVSUP WSS security office within fifteen (15) minutes of discovery.
- Classified inventories shall be performed in accordance with SECNAVINST 5510.36A.
- Destruction of secret material properly shall be recorded and reported.
- The service provider shall ensure that those personnel receiving classified material are checked for appropriate security clearance and pick up authorization.
- Valid, factual written complaints submitted as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed four (4) in any ninety-day period.

4.4 Outgoing Expedited Overnight Express Services

a. The service provider shall accept all requests for outgoing Expedited Overnight Express delivery from authorized NAVSUP WSS customer base presented on NAVSUP WSS Form 4610/7, Shipment of Materials Request.

b. The service provider shall verify all necessary information required to accomplish the shipment is provided for on the request form.

c. The service provider shall utilize the current NAVSUP WSS account, shipping agent and automated shipping system as provided under GSA contract. The current overnight carrier for NAVSUP WSS is Federal Express and the automated shipping system utilized is FedEx INET.

d. The service provider shall enter required shipping information into INET to schedule shipping, assign a tracking number and generate a shipping label. The tracking number assigned to the shipment shall be annotated on the customer's Shipment of Material Request Form (NAVICP 4610/7) for future reference and the tracking number shall also be provided back to the customer via telephone, email or on the customer's copy of the request form.

e. The service provider shall maintain a completed file with the shipment tracking number and date on the NAVSUP WSS Form 4610/7, Shipment Of Material Request Form. A copy of the completed form shall be returned to requesting customer via mail slot delivery.

- f. The service provider shall insert outgoing administrative packages in the appropriately sized envelope or container; affix the prepared printed shipment label and position for pickup for the next scheduled pickup by overnight carrier agent.
- g. The service provider shall be responsible for maintaining an operating level of automated shipping supplies for use by notifying the designated carrier point of contact as necessary.
- h. The service provider shall be responsible for automated shipment system software updates as released by the vendor. In addition, the service provider shall be responsible for notifying the automated shipment system agent if hardware or software problems are encountered and work with the agent to resolve these problems.
- i. The service provider shall provide weekly counts of overnight activity i.e., number of shipments and dollar totals/summary for shipments to the COR for reporting purposes.
- j. The service provider shall assist the COR in reconciliation of the monthly invoice received for validation prior to being forwarded to NAVSUP WSS for payment execution.
- k. The overnight shipping function shall be performed in the mailroom (Building 27 D Philadelphia and Building 112 for Mechanicsburg.) and the automated shipment system necessary to perform the services shall be located within.

4.5 Property Accounting

4.5.1 Database Maintenance

- a. The service provider shall utilize the Navy Enterprise Resource Planning (NERP) for NAVSUP WSS and NAVSUP. The receipts, dispositions, and internal transfers of all plant (Class 3 and Class 4) and minor property shall be recorded in the database, as well as updates required at the conclusion of the triennial inventory, all actions must be done in accordance with SECNAVINST7320.
- b. For receipts, dispositions, and other changes to NAVSUP Minor Property, the service provider shall prepare a Naval Supply Systems Command Minor Property Worksheet and send to the individual responsible for the property for signature and return. The service provider shall maintain a file of all signed worksheets..

4.5.1.1 Database Maintenance Performance standards

- Plant property (Class 3 and 4) and minor property receipts and dispositions shall be recorded in (NERP) databases within five (5) business days after receipt/disposition of the property.
- NREP database shall be at least 95% accurate in terms of property items included in the databases and the information concerning those items.
- Valid, factual written complaints submitted as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed six (6) in any ninety (90) day period.

4.5.2 Receipt of Property (Other than Class 1 and 2)

- a. When plant (Class 3 and 4) and minor property is received, the service provider shall prepare a DoD Property record (DD Form 1342) and affix a serialized property tag to each item. The Government shall provide the property tags to the service provider.
- b. The service provider shall deliver plant property (Class 3 and 4) and minor property to the customer, coordinating with NAVSUP WSS personnel as necessary to determine proper recipient.

4.5.2.1 Receipt of Property (Other than Class 1 and 2) Performance Standards

- Plant property (Class 3 and 4) and minor property receipts shall be tagged within two (2) business days after receipt of the property.
- DoD Property records (DD Form 1342) shall be prepared correctly.
- Valid, factual written complaints submitted as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed six (6) in any ninety (90) day period.

4.5.3 Disposition of Property (Other than Class 1 and Class 2)

a. When notified by a property holder that a property item is no longer required, the service provider shall coordinate its pick-up and secure storage pending disposition. The service provider shall recommend appropriate disposition option including: reutilization at the NAVSUP WSS, transfer to another Government agency, transfer excess to the Defense Reutilization and Marketing Office (DRMO) or donate to schools and/or non profit organizations in accordance with Executive Order 12999.

b. The service provider shall submit proposed transfers, donations and disposals of ADP equipment to the NREP in accordance with DoD 7950.1M for redistribution screening. Approval must be received from NREP before the transfer, donation and/or disposal of equipment is completed.

c. Upon receipt of disposition instructions, the service provider shall prepare the required documentation and take all necessary actions to move the item to its destination.

d. The service provider shall receive, acknowledge and process requests for donation of equipment from eligible recipients as defined in Executive Order 12999.

e. The service provider shall conduct annual spot inventories of plant and minor property as directed by the COR. Approximately 10% of the inventory population shall be reviewed each year.

4.5.3.1 Disposition of Property Performance Standards

- Pick up of equipment shall be completed within three (3) days of the request.
- Disposals/transfers shall be made within ten (10) business days after the applicable NAVSUP WSS approval is obtained.
- Disposition documentation shall be prepared correctly.
- All ADP equipment, **other than NMCI procured equipment**, shall be processed through DITMAS prior to disposition.
- Spot inventories shall be completed within sixty (60) days of request.
- Valid, factual written complaints submitted as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed six (6) in any ninety (90) day period.

4.5.4 Property Inventory (Other than Class 1 and Class 2)

a. Triennially, the service provider shall conduct a physical inventory of plant (Class 3 and 4) and minor property items in accordance with SECNAVINST 7320.10 and reconcile the physical inventory count with the database records. In addition, the service provider shall prepare and submit to the COR, a Financial Liability Investigation of Property Loss (DD Form 200) for any items that could not be located.

b. On a quarterly basis, the service provider shall reconcile the Reconciliation of Plant Account received from the Plant Property Accounting Activity. If errors are discovered, the service provider shall prepare the appropriate receipt or disposition documentation.

4.5.4.1 Property Inventory Performance Standards

- Reconciliation of the database to the physical count shall be completed within three (3) calendar months of the inventory counts.
- Triennial inventories shall be completed and reconciled no later than the completion date prescribed by SECNAVINST 7320.10.
- Documentation resulting from physical inventories shall be prepared without error.
- Valid, factual written complaints submitted as a result of technical or professional errors or inaccuracies in performing the tasks of this sub function shall not exceed four (4) in any ninety (90) day period.

4.6 Other Service Provider Responsibilities

4.6.1 Training

a. The service provider shall obtain annual training to keep its personnel current on all aspects of the functions of the PWS. Typically, there are no costs for the actual training, but the service provider shall be responsible for travel costs.

5. Technical Exhibits

Technical Exhibit 1 – Government Furnished Facilities (GFF)
Technical Exhibit 2 – Government Furnished Equipment (GFE)
Technical Exhibit 3 – Workload Estimates
Technical Exhibit 4 – Customer Information

(End of Text)

(End of Summary of Changes)